



Emergency Management & Homeland Security Division Informational Letter



4000 Collins Road
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TO: Local and District Emergency Management Coordinators, Solution Area Planners
SUBJECT: Notice of New Planning Eligibilities for the 2005 Homeland Security Grant Program (HSGP)

The Michigan State Police (MSP), Emergency Management and Homeland Security Division (EMHSD) is announcing new eligible expenses for reimbursements in the planning solution area within the 2005 Homeland Security Grant Program (HSGP).

The U.S Department of Homeland Security (DHS) has determined that overtime and overtime fringe benefits may be reimbursed for any eligible planning work performed within the 2005 HSGP.

Authorized 2005 HSGP Planning Expenses

- Hiring of full- or part-time staff to assist with planning activities.

Funds may be used to pay for staff activities associated with planning evaluation and analysis of the capability elements of planning, organization, equipment, training, and exercising that support the jurisdiction's and state's homeland security investments.

Supplanting is not allowed (see definition at the end of this informational letter). Grant funds may not be used to support the hiring of sworn public safety officers to fulfill traditional public safety duties. Examples of supplanting would be: 1) the hiring of a local, uniformed, law enforcement patrol officer using grant dollars to perform routine local law enforcement patrol duties; or 2) the hiring of a firefighter using grant dollars to perform routine fire service duties or serve on hazardous materials units.

- Regular time and eligible fringe benefits – health, dental, vision, and life insurance; workers' compensation; unemployment insurance; Federal Insurance Contributions Act (FICA), i.e., social security and Medicare; and retirement benefits.
- Overtime and overtime fringe benefits – fringes limited to FICA, workers' compensation, and unemployment compensation.
- Hiring of contractors/consultants to assist with planning activities (excluding the hiring of public safety personnel fulfilling traditional public safety duties).
- Public education/outreach.
- Development and implementation of homeland security support programs and adoption of ongoing DHS national initiatives.
- Development and enhancement of plans and protocols.
- Developing or conducting assessments.
- Establishment, enhancement, or evaluation of Citizen Corps-related volunteer programs.
- Conferences to facilitate planning activities (includes rental of space for eligible planning activities).
- Materials required to conduct planning activities.
- Travel costs to support eligible planning activities, including mileage, hotel, meals, per diem, and airfare.

Unauthorized 2005 HSGP Planning Expenses

- General-use software, including word processing, spreadsheets, and graphics.
- General-use computers and related equipment, such as personal digital assistants.
- General-use vehicles.
- Licensing fees, e.g. for computer software.
- Recurring costs or fees such as cellphones, wireless personal digital assistants, and faxes.
- Weapons systems and ammunition.
- Construction or renovation of facilities.
- Hiring of public safety personnel for the purposes of fulfilling traditional public safety duties.
- Other items not in accordance with the Authorized Equipment List or previously listed as allowable costs.

The following are definitions for the terms as used in the grant:

- **Overtime** – These expenses are the result of personnel who worked over and above their normal scheduled daily or weekly work time in the performance of Department of Homeland Security (DHS) Grants and Training (G&T) approved activities.
- **Backfill** – Also called "Overtime as Backfill." These expenses are the result of personnel who are working overtime in order to perform the duties of other personnel who are temporarily assigned to G&T approved activities outside their core responsibilities. Neither overtime nor backfill expenses are the result of an increase of Full-Time Equivalent (FTE) employees.
- **Hiring** – State and local entities may use grant funding to cover the salary of newly hired personnel that are undertaking allowable G&T program activities. This may also include new personnel that are hired to fulfill duties as a result of existing personnel being reassigned full-time to other G&T-approved activities.
- **Supplanting** – Replacing a currently budgeted full-time position with one or more fulltime employees.

Grant funds awarded under the 2005 HSGP may not be used to pay for items otherwise budgeted for with state or local funds. Questions may be directed to Astra Malins, (517) 333-5030 or malinsa@michigan.gov.

Sincerely,



TONY KATARSKY, ACTING COMMANDER
Emergency Management and Homeland Security Division

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